




TO: State Board Chair
Workforce Investment Board Chairpersons
Workforce Investment Board Director
Regional Workforce Board Chairpersons
Fiscal Agents
Regional Operators
Regional Coordinators

FROM: Ronald L. Stiver 
Commissioner

DATE: April 24, 2006

SUBJECT: DWD Policy 2005-19
The Balance of State's Eleven Regional Workforce Boards' Prerogative
to Appoint, Contract, or Hire a Board Secretary

Purpose To explain the process by which Indiana's eleven Regional Workforce Boards may appoint or hire a Board Secretary and the Secretary's possible duties

Rescissions None

Content

The Indiana Department of Workforce Development expects that Indiana's eleven Regional Workforce Boards in the balance of state Workforce Investment Area will contract for all services. The one exception is that the Regional Workforce Boards may appoint a board member or hire a Board Secretary. The role of Regional Workforce Boards is explained in Indiana's Strategic Two Year Plan For Title I of The Workforce Investment Act of 1998 and the Wagner-Peyser Act July 1, 2005 through June 30, 2007, Modification 1, Amendment 1 as approved.

Board Secretary: Appointment and Duties

Indiana's Regional Workforce Boards may appoint a board member or hire a Board Secretary ("the Secretary") to provide basic secretarial services to the Regional Workforce Board.

The basic secretarial services to be provided by the Secretary may include the following:

- Attend all meetings of the Regional Workforce Board
 - Prepare written minutes of all Regional Workforce Board meetings
 - Conduct correspondence on behalf of the Regional Workforce Board
 - Provide clerical and other support functions related to procurements including requests for proposals (RFPs)
 - Maintain proper files of the minutes and correspondence just described.
- The location of files shall be at the discretion of the Regional Workforce Board.

Beyond the basic secretarial services described above, the Secretary shall not perform staff services for or on behalf of the Regional Workforce Board and may not be employed by a service provider.

It is envisioned that the Secretary's position should not amount to full-time employment and that the Secretary's annual compensation should not exceed \$15,000.

Until July 1, 2006, payment for the Secretary's services may be made from each Regional Workforce Board's Transition Fund.

Effective Date

Immediately

Ending Date

June 30, 2008

Ownership

Partner Services

Action

Please share this policy's information with Regional Workforce Board members.

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